

Stakeholder Engagement and Approval Workflow

1

Identify Stakeholders

List all key internal and external stakeholders relevant to the project or decision.

2

Analyze Stakeholder Interests

Determine stakeholder roles, interests, influence, and communication needs.

3

Engage Stakeholders

Inform, consult, and involve stakeholders in discussions and feedback sessions.

4

Gather Feedback

Document and review stakeholder input and concerns for consideration in plans or decisions.

5

Review & Adjust

Refine proposals and address key stakeholder feedback before proceeding.

6

Seek Formal Approval

Submit finalized documents for sign-off from required stakeholders and decision-makers.

7

Communicate Outcomes

Share the approved plans, decisions, and next steps with all stakeholders.